Learning activities reviewed from last visit including embedment of English, maths (and functional skills if applicable)

We had a productive discussion about the QA courses and Martin answered my questions in various topics related with a apprenticeship

Carla has been learning Intermediate C# and we also discussed her functional skills qualifications and her Portuguese qualifications.   
  
Learning activities completed during this visit including embedment of English, maths (and functional skills if applicable) – include progress towards gateway and EPA

I went through how we will mark and transfer the portfolio between us. I also mentioned that we will have to have a meeting to go through the checklist and the requirements for completing the portfolio.  
  
Learning activities planned for next visit – SMART objectives including embedment of English, maths (and functional skills if applicable)

I have asked Carla to reformat her portfolio and get it to by the 22/03/2019 so I can check the content and structure  
  
What activities have taken place that support the 20% off the job training? Confirm the 20% Calculator and journal have been reviewed and updated

Carla has completed the Intermediate C# module   
  
Has support for an Additional Learning Need (ALN) been required? (e.g. extra time for exams in classroom, dyslexia etc.)

N/A  
  
Health and Safety learning activity (e.g. Health and safety check of fire exits, toilets, first aid and refreshments)

We discussed what Carla could do to affect her working environment regarding H&S – she talked about seating and taking regular breaks  
  
Equality and diversity learning activity (e.g. review of the Apprenticeship Agreement, Initial Learning Module, and awareness of E&D policy)

Given that it was International Women’s how can organisations do to improve the workplace for women, Government could make things easier for women with young children as far as work is concerned.   
  
Safeguarding and/or prevent learning activity (e.g. review of QA and workplace policy, initial Learning Module, British Values, current news updates)

We discussed how Portugal (where Carla comes from) is third safest country to live in but it is also not multi-cultural. Schools do teach a form of awareness of terrorism but not from a prevent point of view  
  
Personal, social and employability learning activity (e.g. review of CV, time management, future aspirations)  
  
  
Appeals procedure discussed

Carla is aware of the appeals procedure  
  
Learner comments: Reflection on review visit and learning activities to be completed.

Employer comments: Feedback on review visit and comment on planned learning activities and 20% off the job training.  
  
  
Skills Coach comments

Carla will upload her QA Calculator today and will get a Word version of her portfolio to me by 22/03/2019